

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 36-2013	POSITION TITLE: Operations Support Manager
POSITION GRADE & SERIES: DS-301-13	SALARY RANGE: \$77,884 - \$85,375 Annual *THIS POSITION IS BUDGETED ONLY AT THE DS-13/04 \$85,375 ANNUAL
TOUR OF DUTY: 8:15am – 4:45pm Monday - Friday	OPENING DATE: 06/26/2013 CLOSING DATE: 07/09/2013
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Support Service Division 441 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service - Permanent	

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: The incumbent keeps abreast of and briefs the supervisor on all matters relating to the administrative management of the office. Uses knowledge of the substantive nature of the missions and operating programs in the Support Services Division to access program operations and develop methods and practices to improve organizational effectiveness and efficiency. Responsible for coordinating managing practices to improve organizational effectiveness and efficiency. Assist with strategic planning functions within OAG/Support Services Division and executes long and short-range divisional goals, management reviews and conducts analytical assessments by which organizational and performance effectiveness are measured. Works closely with OAG Human Resources to ensure that all personnel requests are received and processed timely. Carry out extensive liaison responsibilities among Support Services Division staff members and provide any necessary clarifications. Provide feedback from program officials and develops recommendations and course(s) of action designed to facilitate understanding and elicit cooperation. Identify actual or potential problem areas, accomplishments, trends and/or areas of significant concern. Incumbent review all advance sick leave, leave without pay (LWOP) and Family Medical Leave Act (FMLA) requests. Manage and approve Voluntary Leave transfer act and prepare annual voluntary leave donation report. Consult with employees requesting extended leave and manage the Alternative Work Schedule requests. Incumbent may represent management staff at meetings, conferences, seminars and workshops, providing necessary information on performance, policies, procedures, etc., and may be responsible for providing official information to various private entities, District and Federal Governments, and the general public.

SELECTIVE PLACEMENT FACTOR: Applicant must have 3 years of experience working with the Family Medical Leave Act (FMLA) Program and the Voluntary Leave Transfer Act Program.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience. Specialized Experience is

experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Comprehensive knowledge of advanced management, organization principles and practices along with a comprehensive knowledge of planning, programming, budgeting and customer service strategies.

Ranking Factor #2: Ability to comprehend multi-faceted problems and to design appropriate and effective techniques for resolution.

Ranking Factor #3: Ability to visualize, articulate and prepare long and short-range plans, goals, and objectives.

Ranking Factor #4: Extensive knowledge of the Family Medical Leave Act (FMLA) and the Voluntary Leave Transfer Act.

Ranking Factor #5: Ability to communicate effectively both in writing and orally; and the ability to work effectively under pressure.

Ranking Factor #6: Ability to exercise discretion and good judgment in handling confidential and other critical matters.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Allen, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL